

## SENDING OUT THE GOVERNOR'S PRESS RELEASES USING AVAYA FAX BLAST

Open Press Release using WORD

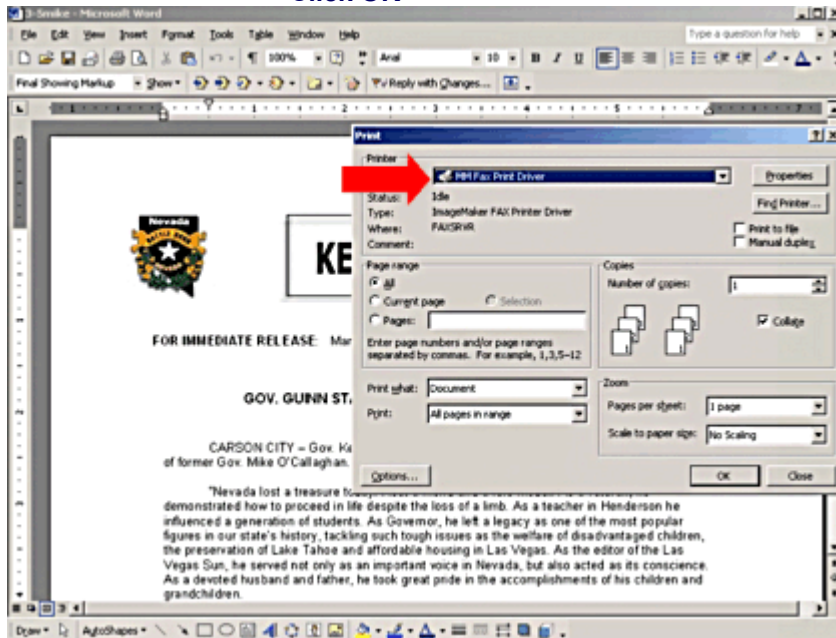
Select FILE

Select PRINT

Under Printer Selection

Select MM Fax Print Driver

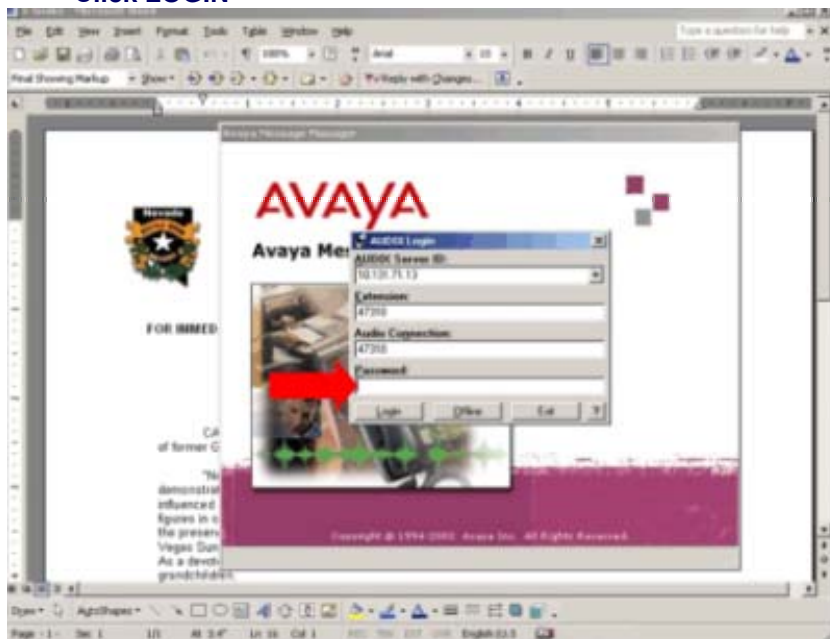
Click OK



AVAYA software will automatically open and prompt you for your password

Enter YOUR PASSWORD

Click LOGIN

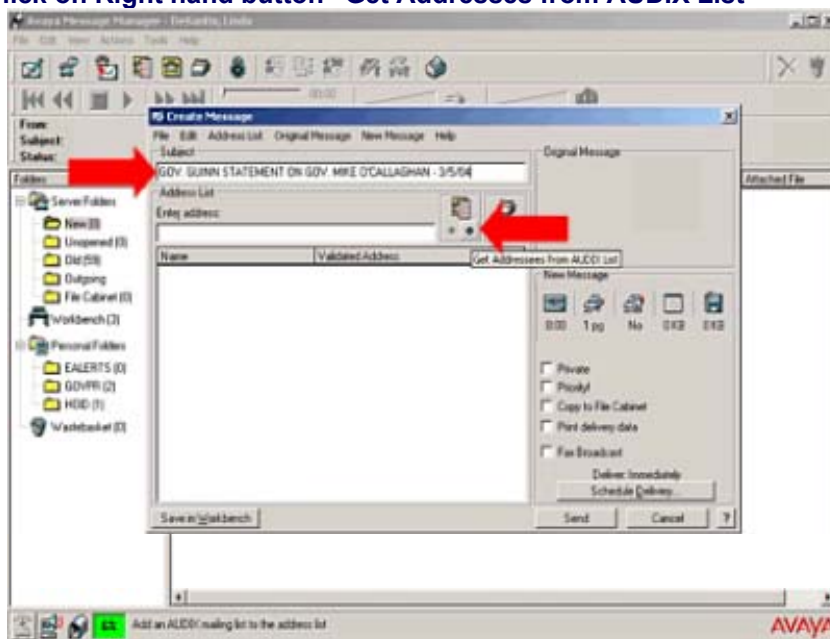


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### AVAYA Message Manager:

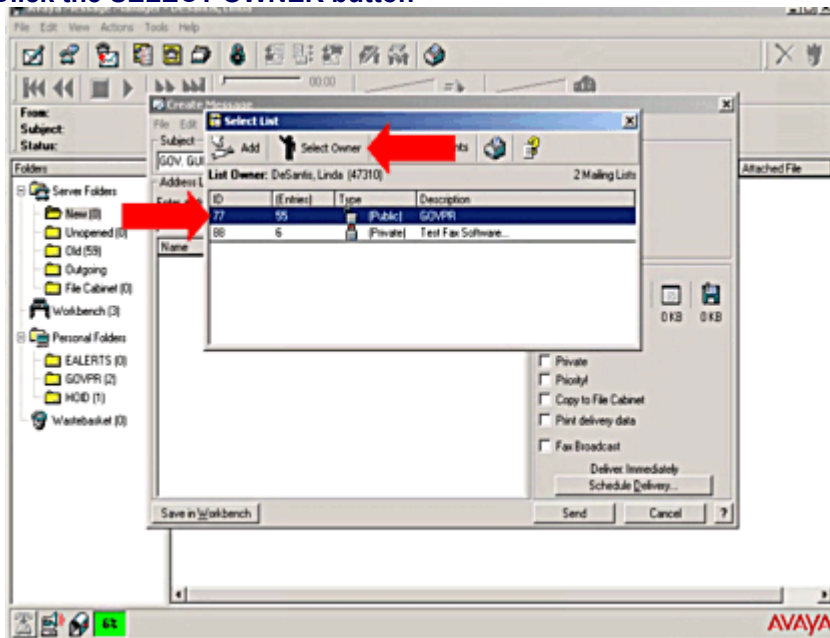
**SUBJECT:** Enter or cut/paste the title of the Press Release  
Add Current Date (need to use xx/xx/xx format (limited space))

Click on Right hand button "Get Addresses from AUDIX List"



Highlight List #: 77, Description: GOVPR

Click the SELECT OWNER button



**NOTE:** List # 77 is a **PUBLIC** list that can be viewed and used by others, however, **ONLY THE OWNER** can add or modify any members in the List

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In the Enter Address box:

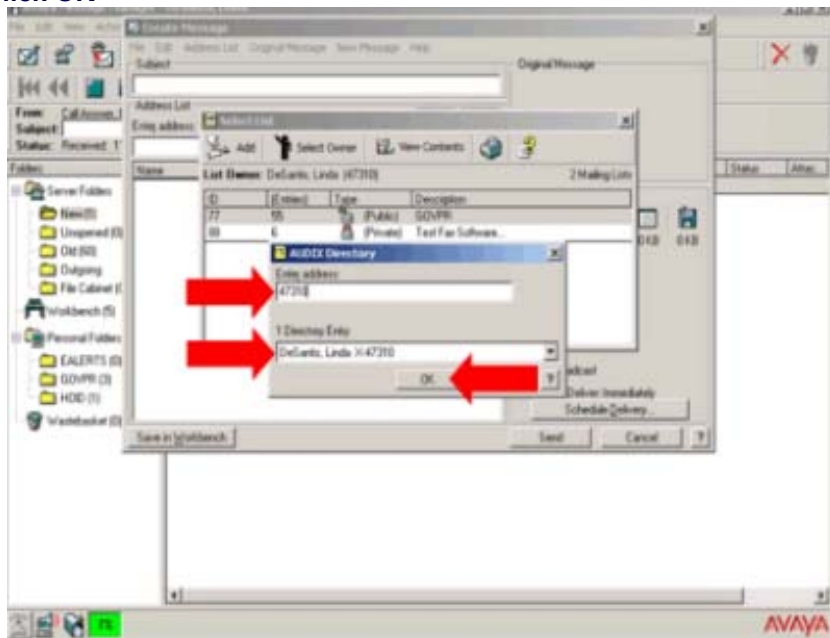
Enter: 47310 (Linda's voice mail address)

HIT ENTER key

The following information appears in the Directory Entry box:

*DeSantis, Linda x47310 appears*

Click OK

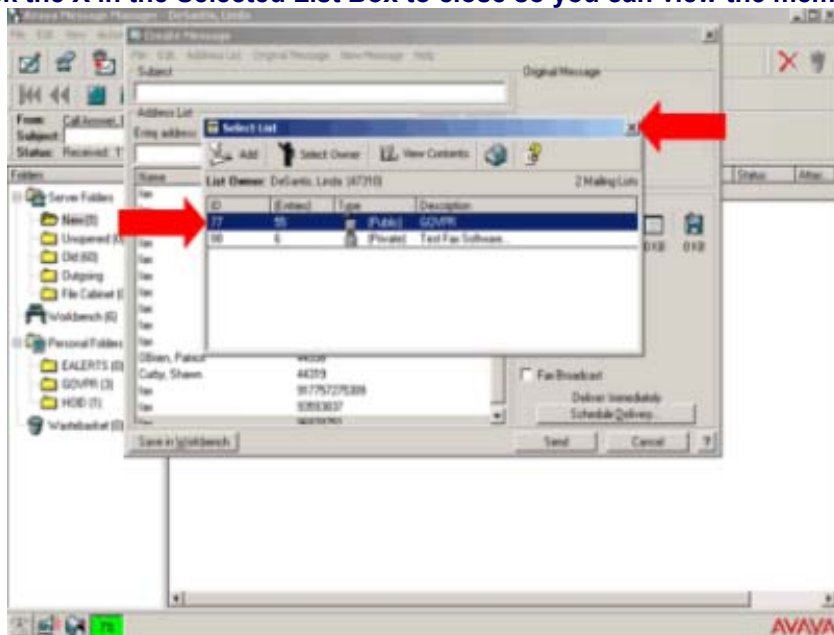


**NOTE:** If the address you entered was invalid, nothing would appear in the Directory Entry Box

Double Click List #77

This will list the Name & Valid Addresses for members in List # 77

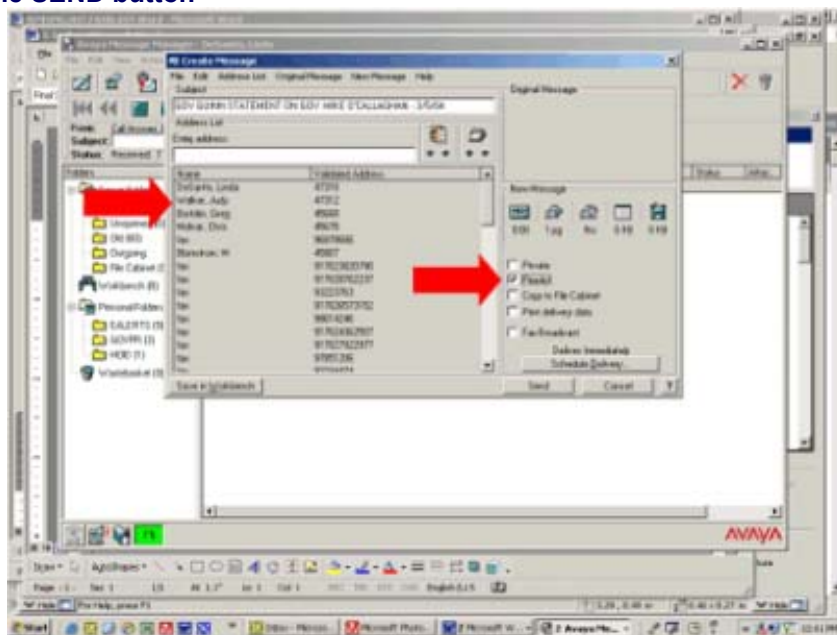
Click the X in the Selected List Box to close so you can view the member names



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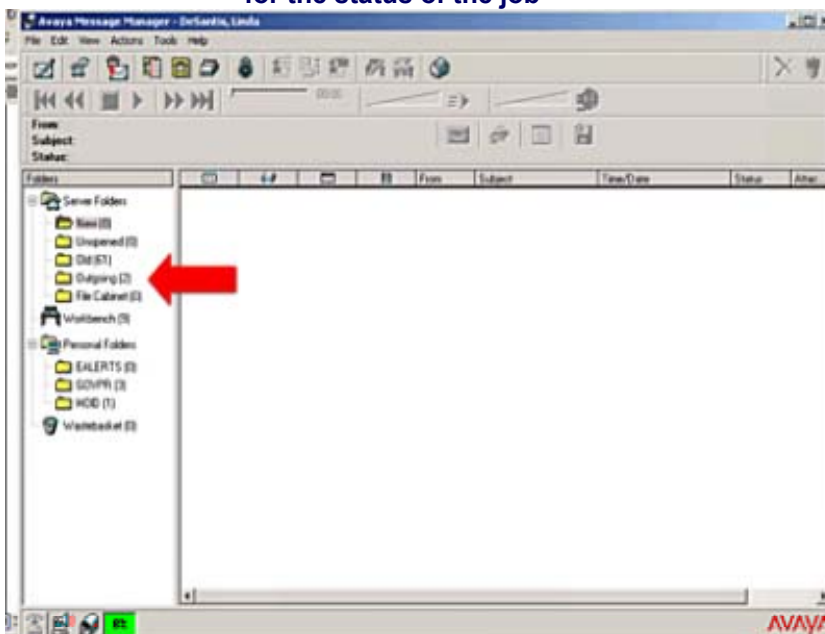
Click **PRIORITY**

Hit the **SEND** button



**NOTE:** When you hit the **SEND** button, the fax will be sent to **EVERYONE** in that list  
If you need to make any corrections to the list, you **MUST DO IT BEFORE YOU BEGIN THIS PROCESS!**

Once you hit the **SEND** button, the faxes immediately begin to send  
**OUTGOING FOLDER:** is where you can view the **MESSAGE DELIVERY REPORT** for the status of the job



**NOTE:** If a fax machine # is busy or Turned OFF, Message Manager will automatically reschedule it to **RETRY** at a later time